



Office of the Chief Executive Officer Shri Mata Vaishno Devi Shrine Board, Katra

Bid Enquiry

Shri Mata Vaishno Devi Shrine Board is interested to enter into **Annual Maintenance Contract of 48 Nos. Xerox Photocopiers installed at different locations of SMVDSB enroute to Bhawan**. The detail of the different Photocopiers along with Model and locations is enclosed as **Annexure "A"**.

Prospective bidders are as such requested to kindly quote the rate for the same giving full details including special discount for this organization.

Terms and Conditions:

1. This is just an enquiry and not a Purchase Order.
2. Donations to Shri Mata Vaishno Devi Shrine Board, Katra are exempted from Income Tax under Section 80-G of the Income Tax Act.
3. The participating firms are advised to quote NET rates including taxes, spares, services, installation charges at respective SITE. (Rates excluding GST and Ex-Shop shall not be considered even after opening of the bid).
4. The bidder shall have to quote rates through online mode on GeM Portal as per Bill of Quantity (BoQ) **Annexure – "B"**.
5. The selection of vendor will be finalized on L-1 bid basis.
6. OEM / Authorized Distributor / Dealer Certificate must be enclosed alongwith the offer without which the same shall be rejected even after opening of the bid.
7. Bid Specific Manufacturer Authorization Letter is required. Additionally, Compliance on Technical specification is required on OEM letter Head.
8. The successful firm is responsible for replacing the spares with genuine / original quality material to SMVDSB. Any deviation from the same leads to the rejection of the supplied material alongwith forfeiting of EMD, if any, and debarring from any further dealing with SMVDSB.
9. Any old parts or sub-assemblies that are replaced with new ones shall become the property of the Shrine Board. These replaced parts shall be handed over or deposited with the concerned wing for proper disposal or further use.
10. The successful firm shall depute a Service Engineer or Technician, as applicable, once a month at regular intervals, i.e. 12 visits per year. These visits shall be conducted during normal working hours to inspect and provide necessary maintenance services, ensuring the proper functioning of all machines.
11. In addition to the routine visits, the successful firm shall ensure that a Service Engineer or Technician is available on call. The firm shall promptly depute the Service Engineer or Technician upon receiving intimation via phone or written communication from this office to address the issue. This request must be attended on priority, ensuring swift resolution of any concerns or technical difficulties.
12. The supplier shall have to mention either the GST No. 01AAETS9822J1ZC of (Shri Mata Vaishno Devi Shrine Board) **or** GST No. 01ABIAS9784P1ZK (Shri Mata Vaishno Devi Charitable Society, Katra) as the case may be while raising their bill of supplies.
13. While filing GSTR-I, the supplier shall classify the supply / service made to SMVDSB under Business to Business (B to B) Sales.
14. The firm shall have to mention the HSN Code while raising the bills of supplies.
15. The supplier shall file GSTR-I and 3B within due dates prescribed under the CGST/SGST Act 2017 so as to enable SMVDSB / SMVDCS to claim timely input credit. In case of default, interest @2% per month of the tax amount shall be charged and recovered from the defaulting supplier.
16. The supplier who opted for QRMP scheme must opt for Invoice Furnishing Facility (IFF) to file their details of outward supplied in first two months of the quarter to pass on the credit to the Shrine Board / Society.
17. The Annual Maintenance Contract (AMC) for the photocopiers shall commence from the date of issuance of the job order. For photocopiers that are presently under warranty, the AMC shall begin immediately after the expiry of the warranty period. However, the AMC for all machines shall terminate on the same date, irrespective of their individual commencement dates.

18. The firm shall be liable for any damage caused to the machine due to bad workmanship of the Engineer / Technician deputed by the company.
19. **Earnest Security Deposit (EMD):**
- The participating firm shall have to furnish the EMD in the shape of CDR/FDR amounting to **Rs. 15,000/- (Rupees fifteen thousand only)** pledged to FA/CAO, SMVDSB payable at Katra alongwith the offer. The participating firms may also deposit the EMD amount through NEFT/RTGS in the official A/c of Shri Mata Vaishno Devi Shrine Board, Bank Name: The J&K Bank, Account No. Account No. 0235040500001804, IFSC – JAKA0KATTRA (“0” Zero). EMD in the shape of Demand Draft shall not be accepted. **Also, no exemption for non submission of EMD is allowed.**
 - It shall be noted that if any bidder did not enclose EMD (in original) of stipulated amount or furnish CDR/FDR of an amount less than the stipulated amount as mentioned, the bid/offer submitted by the firm shall be rejected outrightly and the rates of the said firm shall not be considered even after opening.
 - The EMD of the successful bidder shall be retained as Security Deposit which shall be released after all contractual obligations are complete. The same can be withheld / forfeited, in full, or in part, in case the job order is not executed satisfactorily, within the stipulated period.
20. **Penalty @ 2% of the total value of the job order shall be imposed:**
- In case of failure to depute Service Engineer / Technician within the stipulated period.
 - In case of non compliance of the terms and conditions.
21. **Payment Terms:**
- 50% payment shall be released after six months from the date of issuance of job order, subject to satisfactory receipt of work done report from the concerned unit(s)
 - Balance 50% shall be released after one year from the date of issuance of job order, subject to satisfactory receipt of work done report from the concerned unit(s).
 - The AMC payment in respect of machines that are brought under the AMC at a later stage, i.e. upon expiry of their warranty period, shall be released on pro-rata basis.
22. **Debaring**
- If the successful bidder / supplier / firm fail to comply with the terms and conditions after successful culmination of the Bid and placing of job order, the firm shall be debarred from further dealing with SMVDSB for a period of 03 years and the EMD/Security Deposit, if any, of the firm shall be forfeited without any communication.
23. SMVDSB reserves the right to reject, accept or prefer any bid in part or full without assigning any reason whatsoever at any stage.
24. Shrine Board also reserves the right to re-invite the quotations at its sole discretion.
25. Shrine Board Reserves the right to cancel the enquiry without any prior notice.
26. Conditional, illegible, ambiguous quotation(s) and quotation(s) received after the stipulated date and time shall be outrightly rejected.
27. **One copy of Buyer's ATC duly signed and stamped accepting the terms and conditions shall also be uploaded / enclosed alongwith the offer.**

Sd/-
(Alok Kumar Maurya) IFS
Addl. Chief Executive Officer

No: CO/Pur/Electronics/640/66
Dated: 09.04.2026

(Seal & Signature of the participating firm)

Detail of the Xerox Photocopiers alongwith Model No. and locations

S. No.	Model No.	Sr. No.	Installed at	
1	WC 5020	3313326305	Trikuta Bhawan, Katra	
2	WC 5020	3313404748	Gauri Bhawan, Bhawan	
3	WC 5021	3331979049	Civil Wing (Projects), Ashirwad Complex	
4	WC 5021	3331169446	Revenue Section, CO	
5	WC 5021	3331169268	Vaishnavi Dham, Jammu	
6	WC 5021	3331167362	O/o Addl. CEO, CO	
7	WC 5021	3331990514	CAO, SMVDNSH	
8	WC 5021	3331962622	Adm. & Opr. Section	
9	WC 5021	3331210276	SMVD Sports Stadium	
10	WC 5021	3331999228	O/o Manager, Adhkuwari	
11	WC 5021	3332004769	Civil Wing Niharika Complex	
12	WC 5021	3332005218	Manokamana Bhawan Phase – II	
13	WC 5021	3332005161	Purchase Section, CO	
14	WC 5021	3332007806	Bharion Ji Complex	
15	WC 5021	3332001310	Transport Section, Niharika Complex	
16	WC 5021	3332013156	Engineering Store, Banganga	
17	WC 5021	3332016104	Adm. Block Bhawan	
18	B7025	3390575598	HRD Section, CO	
19	WC 5021	3332014454	Sub Store, Siar Dabri	
20	B 1022	3430562303	Serli Helipad, Katra	
21	B 1022	3430561820	Online Section, Niharika Complex	
22	B7030	3390715365	IT Section, CO	
23	B1022	3430419314	Accounts Section, CO	
24	B1022	3430430725	Forest Section, CO	
25	B1022	3430425560	HRD Section, CO	
26	B1022	3430416943	Accounts Wing, Bhawan	
27	B1022	3430420428	O/o Manager, Banganga	
28	WC 5021	3332001603	SMVD College of Nursing	
29	WC 5021	3332007857	SMVD College of Nursing	
30	B7030	3390701836	SMVD College of Nursing	
31	B1022	3435376346	P/S of CEO	
32	B1022	3435392040	Durga Bhawan Store, Bhawan	
33	B1022	3435391949	SDM Office, Bhawan	
34	B1022	3435393119	PA to Jt. CEO (S), CO	
35	B1022	3430562087	Project Section, CO	
36	B1022	3435388972	Accounts Section, Medical College, Kakryal	
37	B1022	3430563822	O/o Manager, Sanjichatt	
38	B1022	3430563830	Room No 4, Bhawan	
39	C7120	3948351136	Civil Wing, Niharika Complex	
40	B7125	3948160551	Dev. Section, CO	
Photocopiers Machines under Warranty			Warranty expiring on	
41	B1022	3435389898	NES, Banganga	30.07.2026
42	B1022	3430561919	HRD Section, CO	30.07.2026
43	B1022	3430561927	Shakti Bhojanalaya	06.08.2026
44	B1022	3430563865	SMVD Gurukul, Charanpaduka	07.08.2026
45	B1022	3435390004	Sanitation Wing, Sanjichatt	07.08.2026
46	B1022	3430563296	O/o Manager, Niharika Complex	02.12.2026
47	C7120	3948356308	Project Wing, CO	29.01.2027
48	B1022	3435351858	Reception Counter, Shailputri Bhawan	24.02.2027

Sd/-
(Alok Kumar Maurya) IFS
Addl. Chief Executive Officer

Bill of Quantity

To,

The Asstt. Chief Executive Officer (VB),
Shri Mata Vaishno Devi Shrine Board,
Katra.

Subject: **AMC of Photocopiers Machines (Xerox make).**

Gem Enquiry No. CO/Pur/Electronics/640/66 dated: 09.04.2026

Sir,

I, _____ representative / proprietor of M/s _____ hereby submit my following rates as per the specification / UOM / requirement of Shrine Board, NET rates inclusive of GST for providing of AMC of following Photocopier Machines:

S. No.	Description of Photocopier Machine / Model No.	Quantity	Consolidated Rates (inclusive of GST & other applicable taxes, cost of all the spares, repair works, visiting / service charges) F.O.R. SITE) for a period of one year
1.	WC5020, WC 5021, B7025, B1022, B7030 & B7125	46	
2.	C7120	02	
TOTAL:		48	

I further affirm that I have read and fully understood the Bid Enquiry and agree to abide by all terms and conditions laid in the Bid Enquiry, which are being signed in token of my acceptance. In case, I fail to abide-by the conditions or to carry on the contract to the entire satisfaction of Shrine Board. I will be liable to the penalties under rules mentioned in the terms and conditions.

Seal & Signature _____ M/s _____

Full Address _____

Contact Person / Number: _____ E-mail ID: _____